

CONFIDENTIAL

PERSONNEL DIRECTOR MEMORANDUM NO. 29-52 (Supplement 1)

SUBJECT: EMPLOYMENT OF EXPERTS AND CONSULTANTS

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1. The following procedure supplements the basic PDM by providing instructions for the processing of experts.
2. All requests for the appointment of experts are to be reviewed by the Placement Officer assigned to the office originating the request. The Placement Officer will determine whether the prospective employee should be defined as an expert or consultant.
3. If the proposed employment is considered as "expert", the Placement Officer will continue processing for appointment in the usual manner. If, however, it appears that the prospective expert can be better classified as a consultant, the Placement Officer will return the request for appointment to the operating office with an explanatory memorandum requesting justification of the "expert" status of the proposed employment.
4. If the justification furnished does not fully support the request for "expert" employment, the Placement Officer will prepare and forward through proper administrative channels a memorandum for the signature of the ^{Assistant Director} ~~(Personnel) Director~~, addressed to the ^{Deputy} ~~Assistant~~ ^(Administration) ~~Director~~ ~~for~~ Personnel which shall summarize pertinent information necessary to facilitate a final decision of the case.
5. Appointments of experts which should properly be considered consultants are subject to the same approval and control requirements as apply to appointment of consultant.

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GEORGE E. MELOON
Personnel Director

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24 June 1952

MEMORANDUM FOR: Acting Assistant Director (Personnel)

SUBJECT : Employment of Experts and Consultants

REFERENCES : (a) Paragraph 5.7 and Part 14, Confidential Funds Regulations
(b) Memo dtd 17 March 1952 to Director, Deputy Directors, Assistant Directors, Director of Training, and Inspector General from DD/A, sub: "Employment of Consultants"
(c) Memo dtd March 1952 to Comptroller, ADD/A(I&S), Assistant Director (Personnel) fr ADD/A, sub: "Employment of Consultants"

1. In implementing the Director's instructions concerning the employment of consultants, the Deputy Director (Administration) feels that the employment of experts should be subjected to similar control.

2. Accordingly, in order that the use of experts does not violate the spirit of the Director's instructions, your Personnel Divisions should review each request for the appointment of an expert, with a view to determining whether it more properly should be treated as a consultant case. If, after requesting justification from the office desiring the employment, it is determined that the case should be treated as a consultant, it should be referred to the Deputy Director (Administration) for review. If in his opinion such action is required, he shall present it to the Director for approval.

3. Reference (c) is hereby rescinded and should be destroyed.

L. K. WHITE
Acting Deputy Director
(Administration)

cc: DD/P
ADD/A(S)-4
ADD/A(I&S)
AD/PC
Comptroller
General Counsel

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